

## ASHRAE SSPC161P Meeting Minutes (APPROVED)

June 11, 2024 -- 9:00 – 11:00 am CST

Virtual

### 1. Call to order and introductions

Chair, Richard Fox, welcomed everyone in attendance. He also read the [ASHRAE Code of Ethics](#) and the Antitrust Policy as stated in *ANSI Essential Requirements* and described in [an online presentation](#).

- Voting members in attendance (7 of 17)

| Name                       | Affiliation                  | Interest group |
|----------------------------|------------------------------|----------------|
| Richard Fox, Chair         | AeroParts                    | Manufacturer   |
| Ben Thiesse, Vice-Chair    | American Airlines            | Airline        |
| Judith Anderson, Secretary | Assoc. Flight Attendants-CWA | Flt. personnel |
| Aaron Engel                | Fresh-Aire UV                | Manufacturer   |
| Allen Johnston             | GreenTech Environmental      | Manufacturer   |
| Daniel Tandoi              | Vereinigung Cockpit          | Flt. personnel |
| Joshua Kelton              | Textron Aviation             | Manufacturer   |

- Voting members absent (10 of 17)

| Name                 | Affiliation                        | Interest group   |
|----------------------|------------------------------------|------------------|
| Allison Glaser       | American Airlines pilot            | Flt. personnel   |
| Byron Jones          | Kansas State Univ. (retired)       | General interest |
| Catherine Thibaud    | Airbus                             | Manufacturer     |
| Chloe Shen Morosetti | United Airlines                    | Airline          |
| Frank Brehany        | Passenger advocate                 | Passenger        |
| Karen Reilly         | Spirit/Airline Pilots' Association | Flt. personnel   |
| Lubos Forejt         | Honeywell                          | Manufacturer     |
| Michael Massoni      | Transport Workers Union Local 556  | Flt. personnel   |
| Tim Ahn              | Clean and Science                  | Manufacturer     |
| Troy Winters         | Canadian Union of Public Employees | Flt. personnel   |

- Non-voting members (1 of 8 attended)

| <b>Name</b>     | <b>Affiliation/category</b> | <b>Attendance</b> |
|-----------------|-----------------------------|-------------------|
| Andreas Bezold  | Airbus                      | Absent            |
| Gwelen Paliaga  | SPLS Liaison                | Absent            |
| Annette Uda     | Aerapy, LLC                 | Absent            |
| Chris Witkowski | AFA-CWA (organizational)    | Absent            |
| Gwelen Paliaga  | SPLS Liaison                | Absent            |
| Mark Weber      | ASHRAE Manager of Standards | Present           |
| Susan Michaelis | GCAQE/Former pilot          | Absent            |
| Tristan Loraine | GCAQE/Former pilot          | Absent            |

- Guests in attendance

| <b>Name</b>       | <b>Affiliation</b> |
|-------------------|--------------------|
| Jameson Tretterno | Aeroclenz          |
| Joe Cray          | Aeroclenz          |
| Matt Saberton     | Aeroclenz          |

## 2. **Membership and quorum determination**

- Judith Anderson confirmed that we do not have quorum (7 of 17 voting members in attendance).
- Richard Fox confirmed that Judith Anderson and Chris Witkowski renewed their organizational member status.
- Richard Fox has recommended a new non-voting member – Chris Vizkaino (general interest) – which ASHRAE will review this month.
- The interest groups of the committee are currently balanced.

## 3. **Approval of meeting minutes**

- Judith Anderson reported that the minutes for our 2024 winter meeting (Chicago, with the option to attend virtually) were approved by email ballot in May 2024.

## 4. **Old business**

- Ben Thiesse and Judith Anderson presented a draft and work-in-progress guideline document for operator best practices that was first proposed at the winter 2024 meeting.

## **5. New business**

- There was consensus amongst the participants that the material presented is best placed in a new “best practices for operators” guideline document.

**Action:** Judith Anderson will distribute task group slides to committee members.

**Action:** Judith Anderson will issue the TPS ballot for the new guideline.

**Action:** Ben Thiesse and Judith Anderson will add infectious agents to the definition of “contaminants” in the draft guideline document and will list bacteria/viruses in the draft table.

## **6. Next meetings and actions**

- Operator guideline task group meetings are scheduled for July 16, August 27, October 8, and November 19, 2024.
- Our next committee meeting will be during the ASHRAE winter meeting – Feb. 10-12, 2025 – in Orlando, FL. Registration opens in September 2024. Richard Fox will confirm the meeting details once he receives them from ASHRAE.

**Meeting adjourned.**